



REPLY TO A
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TEXAS 78234-1223

October 25, 2013

Human Resources Directorate

Mr. Jason Smather
PO Box 55819
Boston, MA 02205-5819

Dear Mr. Smather

This responds to your Freedom of Information Act (FOIA) request dated October 21, 2013 in which you seek a copy of the Installation Management Command FOIA Case Log for 2013. Your request was received by this office on October 21, 2013 and assigned file number FA-14-0004.

As an "Other" requester. This request will receive two hours of search; you will receive the first two hours of review, and the first 100 pages at no cost. Unfortunately, the costs may still exceed \$158 with the volume you have requested. Request you respond by November 1, 2013. If not, your request will be administratively closed.

If this office can be of further assistance, please contact Jeffrey Sweeney at 210-466-0406, email: Jeffrey.m.sweeney.civ@mail.mil.

Sincerely,

for Joyce Lutton
Sheryl A. Tierney
Chief, Administrative Services Division

Enclosure
DD Form 2086 Cost Estimate

RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST						REPORT CONTROL SYMBOL DD-DA&M(A)1365	
Please read instructions on back before completing form.							
1. REQUEST NUMBER FA-14-000		2. TYPE OF REQUEST (X one) <input checked="" type="checkbox"/> a. INITIAL <input type="checkbox"/> b. APPEAL		3. DATE COMPLETED (YYYYMMDD) 20131017		4. ACTION OFFICE HQ INCOM G1	
5. CLERICAL HOURS (E-9/GS-8 and below)				FEE CODE	(1) TOTAL HOURS	(2) HOURLY RATE	(3) COST
a. SEARCH				1		X \$20.00 =	0.00
b. REVIEW/EXCISING				2			0.00
c. OTHER ADMINISTRATIVE COSTS				3			0.00
6. PROFESSIONAL HOURS (O-1 - O-6/GS-9-GS-15)/CONTRACTOR					(1) TOTAL HOURS	(2) HOURLY RATE	(3) COST
a. SEARCH				1		X \$44.00 =	0.00
b. REVIEW/EXCISING				2	2.00		88.00
c. OTHER/COORDINATION/DENIAL				3			0.00
7. EXECUTIVE HOURS (O-7 - ES 1 and above)					(1) TOTAL HOURS	(2) HOURLY RATE	(3) COST
a. SEARCH				1		X \$75.00 =	0.00
b. REVIEW/EXCISING				2			0.00
c. OTHER/COORDINATION/DENIAL				3			0.00
8. COMPUTER SEARCH					(1) TOTAL TIME	(2) RATE	(3) COST
a. MACHINE TIME (Not PC, desktop, laptop)				4		X \$20.00/hr =	0.00
b. PROGRAMMER/OPERATOR TIME (Human)							0.00
(1) Clerical Hours				1			0.00
(2) Professional Hours				1			0.00
9. OFFICE MACHINE COPY REPRODUCTION					(1) NUMBER	(2) RATE	(3) COST
a. PAGES REPRODUCED FOR FILE COPY				3	468	X .15 =	70.20
b. PAGES RELEASED				5			0.00
10. PRE-PRINTED PUBLICATIONS					(1) TOTAL PAGES	(2) RATE	(3) COST
a. PAGES PRINTED				5		X .02 =	0.00
11. COMPUTER PRODUCT OUTPUT/ACTUAL COST CHARGES					(1) NUMBER	(2) ACTUAL COST	(3) COST
a. TAPE/DISC/CD				6		X =	0.00
b. PAPER PRINTOUT				3			0.00
12. OTHER ADMINISTRATIVE FEES					(1) NUMBER	(2) ACTUAL COST	(3) COST
a. ALL POSTAGE/ADMINISTRATIVE (See instructions)				3		X =	0.00
13. AUDIOVISUAL MATERIALS					(1) NUMBER	(2) ACTUAL COST	(3) COST
a. MATERIALS REPRODUCED				4		X =	0.00
14. SPECIAL SERVICES					(1) NUMBER	(2) ACTUAL COST	(3) COST
a. ALL SPECIAL SERVICES (See instructions)				6		X =	0.00
15. MICROFICHE REPRODUCED				5		X .25 =	0.00
FEE CODES 1 Chargeable to "commercial" requesters. Chargeable to "other" requesters after deducting 2 hours. 2 Chargeable to "commercial" requesters only. 3 Not chargeable to any fee category. 4 Chargeable to "commercial". Chargeable to "other" after deduction of the equivalent of 2 hours. (Example: deduct \$88.00 professional rate.) 5 Chargeable to all fee categories after deduction of 100 pages (DOES NOT include "commercial"). 6 Chargeable to all fee categories. No deductions.				16. FOR FOI OFFICE USE ONLY a. TOTAL COLLECTABLE FEES \$0.00 b. TOTAL PROCESSING FEES \$158.20 c. TOTAL CHARGED \$0.00 d. FEES WAIVED/REDUCED (X one) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> e. FEES NOT APPLICABLE (X one) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>See Chapter 6, Fee Schedule, DoD 5400.7-R, to determine appropriate assessment of fees.</i>			